

HOW TO: Register a snowmobile in Go Wild

STEP 1: Log in to your existing Go Wild account

- Visit the website gowild.wi.gov. Click on the Get Started button.



- Access or Create your Account** - Search for your existing customer record using one of the four options shown below. Or, if you have never done business with the Wisconsin DNR before and need to create a new DNR customer number, click Create New Account.

<div>Search by Customer Number</div> <div>Search by Social Security Number</div> <div>Search by Driver's License Number</div> <div>Search by Visa / Passport Number</div>	OR	<div>New to the Wisconsin DNR? If you've never done business with the DNR before, you'll need to create an account. This will generate your DNR customer ID number, which will appear above your name when you go to your homepage.</div> <div>Create New Account</div>
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- Welcome Back!** Your account has been found. Enter your driver license (optional). If you do not wish to enter your driver license, leave the DL state and DL number blank. Select Next when finished.

Welcome Back, CUSTOMER!

Social Security Number
-**-*

Driver's License Issuing State
Select

Driver's License ID

Cancel Next

- Preferences and Residency.** Answer both questions and select Next.

Preferences and Residency

When DNR receives a request from a third party for a list of customers or businesses: *Required*

☐ Include my name/business ☐ Don't include my name/business

Residency *Required*

Are you a Resident of the State of Wisconsin?

☐ RESIDENT ☐ NON-RESIDENT

To qualify for a WI Resident pricing online, you must provide a valid WI driver's license. If you do not have a valid WI driver's license, you may continue as a non-Resident or you can visit an agent location to provide proof of residency.

Cancel Next

- Review Summary.** Check your personal information (address, phone, email, etc) for accuracy. If changes need to be made, select the **Edit** icon. Once everything is confirmed correct, select the **Yes** button at the bottom.

Review Summary


Personal Information

CUSTOMER TEST 123 FAKE ST ANYTOWN, WI 55555 UNITED STATES (123) 456-7890	Social Security Number ***-**-**** Date of Birth 02/06/1975	Visa / Passport Number Issuing Country
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STEP 2: Select your vehicle to register

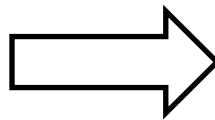
- **Customer Homepage.** Locate the section for ATV/UTV, Boats, Off-Highway Motorcycles, and Snowmobiles. Select the button to Register Vehicles.



- **Register a recreational vehicle.** Select the type of vehicle you wish to register. Click on the  icon for vehicle definitions and descriptions.

A screenshot of the 'Register a Recreational Vehicle' form. At the top, it says 'Register a Recreational Vehicle'. Below this is a blue button labeled 'Initial Questions'. Underneath is a light gray bar. Then, it asks 'What type of Vehicle do you want to Register today?' with a small info icon. Below this question are four blue buttons: 'Boat', 'Snowmobile', 'ATV or UTV', and 'Off Hwy Motorcycle'. At the bottom, it says 'Want to renew instead?'.

- **Register a Snowmobile.** If the vehicle has been registered in Wisconsin before, and you have the Wisconsin registration number, select YES and enter it. If not, select NO and you will be asked to enter the vehicle serial number instead. You must have one of these numbers to continue.

A screenshot of the 'Register a Snowmobile' form, Step 1. It has a title 'Register a Snowmobile' and a blue button 'Initial Questions'. Below is a gray box labeled 'Vehicle Type' with 'Snowmobile' selected. Then, it asks 'Do you have a Wisconsin Registration Number for this vehicle?'. At the bottom are two green buttons: 'Yes' and 'No'.

OR

A screenshot of the 'Register a Snowmobile' form, Step 2. It has a title 'Register a Snowmobile' and a blue button 'Initial Questions'. Below is a gray box labeled 'Vehicle Type' with 'Snowmobile' selected. Then, it asks 'Please provide your Serial Number' with a small info icon. Below this is a white input field. At the bottom are two buttons: a gray 'Cancel' button and a green 'Continue' button.

- **Vehicle confirmation.** If that vehicle has been registered in Wisconsin before, it will find it in the database. If not, the system will assume it is a new registration. Use the information on the screen to confirm the vehicle is the one you wish to register. If it does not look correct, select NO and search again. Otherwise select YES if it is correct

A screenshot of the 'Register a Snowmobile' form, Step 3. It has a title 'Register a Snowmobile'. At the top, there is a blue info box that says 'Info We could not find your vehicle. Please confirm that your vehicle information is correct.' Below this is a blue button 'Initial Questions'. Then, there is a gray box with two columns: 'Vehicle Type' with 'Snowmobile' and 'Serial Number' with 'ABCD1234EFGH0007'. Below this, it asks 'Is this the vehicle you wish to register?'. At the bottom are two green buttons: 'Yes' and 'No'.

- **Serial number verification.** How did you confirm the serial number on your vehicle? Pick the one that most closely matches the document you copied the serial number from. Select Continue.

Register a Snowmobile

Initial Questions

Vehicle Type	Serial Number
Snowmobile	ABCD1234EFGH0007

How was the serial number on your recreational vehicle verified?

☐ Registration Certificate
☒ MSO (Manufacturer's Statement of Origin)
☐ Title
☐ Dealer
☐ Supporting Document/Bill of Sale
☐ Recreational Vehicle Itself

Cancel Continue

- **Vehicle Information.** Enter the specifications of your vehicle. Make sure to fill in all required fields.

Register Your Snowmobile

Initial Questions Vehicle Information

Vehicle Type	Serial Number
Snowmobile	ABCD1234EFGH0007

Please provide the following information about your vehicle:

Make <i>Required</i>	Model	Model Year <i>Required</i>	Nickname [?]
Polaris	Indy	2017	Green
Width (in) <i>Required</i> [?]	Fuel Type	Engine Size (cc) <i>Required</i> [?]	Horsepower
48	Gas	800	50

Cancel Continue

- **Purchase Information.** Enter the name and address of the person or business that sold you the vehicle.

Purchase Information

Initial Questions Vehicle Information Purchase Information

Vehicle Type	Serial Number	Make	Model	Model Year
Snowmobile	ABCD1234EFGH0007	Polaris	Indy	2017

Who did you obtain this vehicle from?

Name *Required*

Motorsports Mania

Address

123 Fake St

City State / Province Postal Code

Anytown Wisconsin 55555

Federal Tax ID (if purchased at a Dealer)

Clear Seller Info

- **Tax Information.** Enter the date purchased and the Wisconsin county it will be primarily used/kept in. Enter the amount you paid for the vehicle, and any trade in amount and description you had at a dealer location. If you are exempt from paying the taxes on the purchase price, indicate the reason by checking one of the exemption reasons.

Tax Information

A 5% WI sales tax must be collected for all nonexempt private party or dealer sales. County and stadium use taxes may also apply and are based on where the vehicle is primarily kept/used while in Wisconsin. Credit will be given for state and local taxes previously paid by the registration (i.e. tax paid in another state where the sale took place).

NOTE: customers who dual register their vehicle in Wisconsin and another state are subject to sales tax if they have not paid state and local taxes.

Purchase Date

10/23/2017

Wisconsin County Primarily Used In *Required*

DANE

Purchase Amount *Required* [?]

\$ 10000

Trade In Amount

\$ 3000

Taxable Amount

\$ 7000.00

Trade In Description [?]

2005 Polaris Indy

Tax Exemption [?]

☐ The item was previously registered in Wisconsin and purchased/received from a parent, spouse or child. [?]
☐ Retailer/lessor who will rent or sell the item. Must include the FEIN (Federal Employer Identification Number).
☐ State of Wisconsin or government unit, agency or school.
☐ Tax paid to another state. Attach a copy of your bill of sale or verification of tax payment to the other state. [?]
☐ Purchased by a nonresident at least 90 days before registrant became a Wisconsin resident and brought and/or registered the item in this state.
☐ Religious, charitable, educational organization. Must show the Department of Revenue exempt status number.
☐ Other. Enter reason (i.e. gift or even trade)
☒ The item was purchased from a Wisconsin dealer and tax was paid to the dealer.
☐ Not Tax Exempt

Tax Exempt Description

Cancel Continue

- **Registration Summary Page.** View the summary of the information you have entered for your vehicle to ensure accuracy. Select **Yes** if you are satisfied with the information
- **Product Selection.** Select the registration type you wish to have on your vehicle. A summary of the registration types are provided in each product selection box.

Product Selection

Initial Questions > Vehicle Information > Purchase Information > Review > **Product Selection**

Vehicle Type	Serial Number	Make	Model	Model Year
Snowmobile	ABCD1234FGH0007	Polaris	Indy	2017

Snowmobile Public Registration

Allows user to operate on areas open to the public, private property with the appropriate permission, and the frozen surface of any lake or stream.

Price: \$30.00 **Select**

Snowmobile Private Registration

Allows use exclusively on private property (used on land owned by the applicant or an immediate family member). Remains valid until ownership is transferred. DOES NOT allow for riding on public trails or corridors.

Price: \$0.00 **Select**

Cancel

- **Registration add-ons.** Choose any add-on products that you may need for your vehicle registration. *Example: Snowmobile trail pass for operating on public trails. Check the box and add to cart.*

Snowmobile Public Registration

Allows user to operate on areas open to the public, private property with the appropriate permission, and the frozen surface of any lake or stream.

Price: \$30.00

Add-on At Cost

☒ **TRAIL PASS - Wisconsin Snowmobile \$30.00**

Looking to sled on Wisconsin's public trails? The Wisconsin Annual Snowmobile Trail Pass is required, in addition to a current Wisconsin Public Snowmobile Registration, to operate on any public trail open to snowmobiling. Snowmobiles with antique registrations are exempt from the trail pass requirement. Association of Wisconsin Snowmobile Clubs (AWSC) members may contact the AWSC directly to obtain a discounted pass. Trail pass purchases are non-refundable.

Cancel **Add To Cart**

- **Shopping Cart.** Confirm your purchase is correct. Select your Payment Type (Credit Card or Checking Account) and select **Checkout**. Or select Keep Shopping if you need to purchase more.

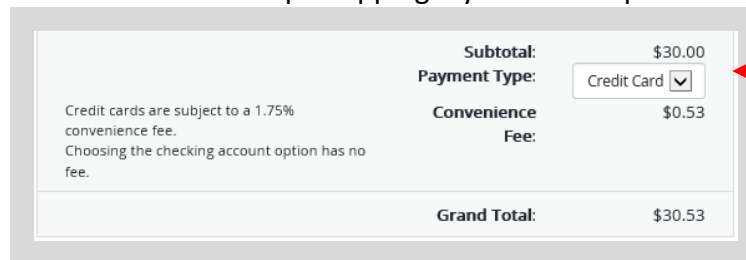
Shopping Cart

[Remove all from cart](#)

Snowmobile Public Registration 201710230032	\$30.00
Polaris Indy 2017 Valid From 10/23/2017 - 6/30/2020	
Remove	
2017-2018 Wisconsin Snowmobile Trail Pass 201710230032	\$30.00
Valid From 10/23/2017 - 6/30/2018	
Remove	
Subtotal: \$60.00 Payment Type: Credit Card Convenience Fee: \$1.05 <small>Credit cards are subject to a 1.75% convenience fee. Choosing the checking account option has no fee.</small>	
Grand Total:	\$61.05

STEP 3: Make payment and print your temporary operating receipt

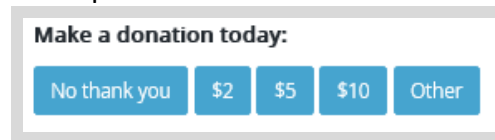
- **Shopping Cart.** Confirm your purchase is correct. Select your Payment Type (Credit Card or Checking Account) and select **Checkout**. Or select Keep Shopping if you need to purchase more.



Credit cards are subject to a 1.75% convenience fee. Choosing the checking account option has no fee.

Subtotal:	\$30.00
Payment Type:	Credit Card
Convenience Fee:	\$0.53
Grand Total:	\$30.53

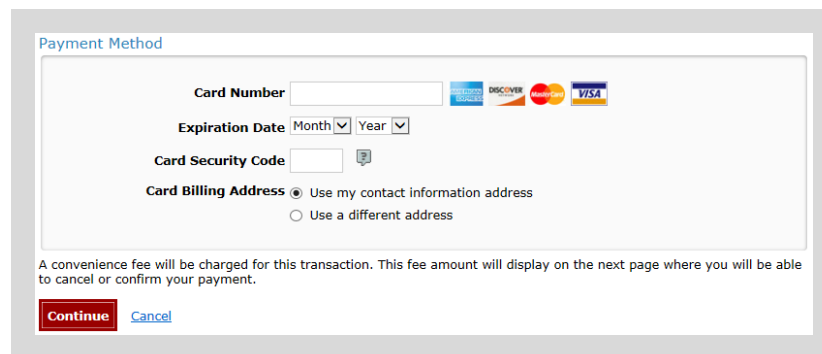
- **Donations:** Make a donation to the Cherish Wisconsin Fund. You may select one of the predetermined amounts or select Other to enter in a specific amount.



Make a donation today:

No thank you \$2 \$5 \$10 Other

- **Make Payment.** Check the screen for reminders and confirm the total. A convenience fee of 1.75% will be added to your total when a credit card is used. Select **Make Payment** when ready.
- **Payment Processing.** Scroll to the bottom and enter your credit card (or checking account) information. Select the red Continue button when finished.



Payment Method

Card Number

Expiration Date Month Year

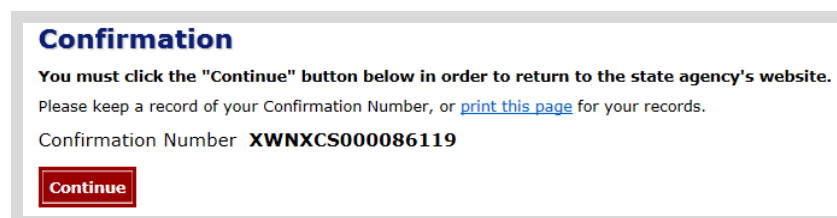
Card Security Code

Card Billing Address ☒ Use my contact information address
☐ Use a different address

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

Continue Cancel

- **Review Payment.** The last step before the purchase is final. Confirm your payment details, payment method, Billing address, and contact info on the screen. Select **Confirm** when finished.
- **Confirmation.** Your purchase is final, but you are not done yet! Copy down the confirmation number or print the screen. Then select the red Continue button to return to GoWild and print your registration documents.



Confirmation

You must click the "Continue" button below in order to return to the state agency's website.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **XWNXCS000086119**

Continue

- **Printing your license.** Now back in the Go Wild site, scroll down all the way to the bottom and select the **Receipt and License Documents** button and open the documents for printing. You must carry this printed temporary operating receipt while you operate until your duplicate materials arrive via US Mail.

